

*Deputy Assistant Secretary of the Navy
(Acquisition and Procurement)*



WAWF ECP 696
GAM Training for
Activating Users
v5.3



Background

- Group Administrators (GAMs) are responsible for validating that all users under their DoDAAC have all the proper forms filled out for their WAWF access.
- GAMs are also responsible for assuring that users with certain roles (e.g. Acceptors) are government employees.
- ECP 0696 of WAWF version 5.3 will modify the GAM Administration Console to add indicators that the GAM will have to mark for each user's role
 - **DD2875 indicator** must be marked for all roles
 - **DD577 indicator** must be marked for LPO role
 - **GAM Letter indicator** must be marked for GAM role
 - **Government Employee indicator** must be marked for Acceptor, Cost Voucher Approver, Grant Approver, and LPO roles



Engineering Change Proposal (ECP) 0696



- By default, for a new and existing user's roles, the ECP 0696 indicators will be set to "Review Required"
 - The GAM will have to change the status of each indicator to either:
 - **Attached in WAWF** (form must be attached in WAWF)
 - **Stored in Another Location** (comments will be required)
 - The **Government Employee** indicator is simply a check box that must be checked

Note: There is an option to check all check boxes at the same time if there are multiple roles which require the Government Employee indicator to be marked.

The following slides show the new functionality in WAWF, how this will be used depends on Navy and site-specific business processes.

Administration Console to activate new users' roles after WAWF 5.3:

WAWF Administration Console

Role Activation

Search For

Current Roles

Userid (case sensitive)

equal to

First Name

equal to

Last Name

equal to

Group Name

Location Code

equal to

Extension

equal to

Role

Email

equal to

DD 2875 Status

DD 577 Status

GAM Letter Status

Active Status

Search for role information. Data must be entered in at least one search field. Enter search data then click the 'Submit' link.

Submit [Return](#) [Reset](#)

On the Role Activation screen, the GAM enters search criteria and clicks Submit. Note that there is additional search criteria options for forms status.

Administration Console to activate new users' roles after WAWF 5.3:

WAWF Administration Console

Group User Role Location Exit

Role Activation - Selection

Roles Found: 106 Role Status: CURRENT

** By checking the check box next to the corresponding User ID and Role, I verify that the user is an employee of the United States Government.

Item	Userid	First Name	Last Name	Role▲	Group Name	Location Code	Extension	Registered	Active	Comments	Attach	DU 2013	DU 2011	Letter	Employee**	Actions
1	hiHN6Sph	Keith	Orr	Acceptor	DFSTARSGOVCOLS	N62793			N	N	N	Review Required		<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
2	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62789		2009/04/13	N	N	N	Review Required		<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
3	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62793		2009/04/13	N	N	N	Review Required		<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
4	outback1	belinda	taylor	Admin By View Only	DFSTARSGOVCOLS	N68688			N	N	N			<input type="button" value="Edit"/>	<input type="button" value="▼"/>	
5	hiHN6Sph	Keith	Orr	Admin By View Only	DFSTARSGOVCOLS	N62793			N	N	N			<input type="button" value="Edit"/>	<input type="button" value="▼"/>	
6	SHELBYGOVT	Carrie	Spann	Government Property Receiver	DFSTARSGOVCOLS	N00189		2009/06/16	N	N	N			<input type="button" value="Edit"/>	<input type="button" value="▼"/>	
7	FMOTester7	FMOTester7	Tester	Group Administrator	DFSTARSGOVCOLS			2012/03/23	N	N	N	Review Required	Stored In Another Location	<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
8	afshingov	afshin	gov	Group Administrator	DFSTARSGOVCOLS			2011/10/06	N	N	N	Review Required	Review Required	<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
9	NavyTester2	Katrin	Tester2	Group Administrator	DFSTARSGOVCOLS			2012/03/23	N	N	N	Review Required	Review Required	<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
10	u6WeEccO	Katrina	Arpa	Group Administrator	DFSTARSGOVCOLS			2005/10/03	N	N	N	Review Required	Review Required	<input type="checkbox"/>	Edit Review Forms	<input type="button" value="▼"/>
11	outback1	belinda	taylor	Inspector	DFSTARSGOVCOLS	N68688			N	N	N			<input type="button" value="Edit"/>	<input type="button" value="▼"/>	

On the Role Activation - Selection screen, the GAM clicks on Edit next to role of user. Note that there are new columns for the forms and gov't employee indicators. Each role on the list will have a status under each column for the indicators that apply to that role.

A callout box highlights the "Employee**" column header and the "Edit | Review Forms" link for the 10th row. A red circle highlights the "Edit | Review Forms" link for the 10th row. Arrows point from the callout box to the highlighted areas.

Administration Console to activate new users' roles after WAWF 5.3:

The screenshot shows the 'Role Activation - Edit' page of the WAWF Administration Console. At the top, the URL is https://wawf-gt.nit.disa.mil/xhtml/auth/admin/role/RoleEdit.xhtml. The browser window has a 'Certificate Error' message. The main content area is titled 'Role Activation - Edit'. It displays user information: UserId: u6WeEccO, Name: Katrina Arpa, Role: Group Administrator, Group: DFSTARSGOVCOLS. Below this is a 'Comments' section with a table and an 'Add Comment' button. A note states: 'Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' link to save the comment.' Below that is an 'Attachments' section with a table and 'Browse...' and 'Add Attachment' buttons. A note states: 'Note: Attachments can only be deleted by a SAM or HAM. Select an attachment then click the 'Add Attachment' link to save the attachment.' At the bottom, there is a 'Return' link and a large callout box containing the following text:

On the Role Activation - Edit screen, the GAM can see if a user has attached any needed forms in WAWF. If needed, the GAM can click on Browse... and Add Attachment to attach the user's forms.

Administration Console to activate new users' roles after WAWF 5.3:

WAWF Administration Console

Group User Role Location Exit

Role Activation - Selection

Roles Found: 106 Role Status: CURRENT

** By checking the check box next to the corresponding User ID and Role, I verify that the user is an employee of the United States Government.

Back on the Role Activation - Selection screen, the GAM clicks on Review Forms next to role of user.

Item	Userid	First Name	Last Name	Role▲	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Government Employee**	Actions	
1	hiHN6Sph	Keith	Orr	Acceptor	DFSTARSGOVCOLS	N62793			N	N	N			Review Required		<input type="checkbox"/>	Edit Review Forms
2	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62789		2009/04/13	N	N	N			Review Required		<input type="checkbox"/>	Edit Review Forms
3	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62793		2009/04/13	N	N	N			Review Required		<input type="checkbox"/>	Edit Review Forms
4	outback1	belinda	taylor	Admin By View Only	DFSTARSGOVCOLS	N68688			N	N	N						Edit
5	hiHN6Sph	Keith	Orr	Admin By View Only	DFSTARSGOVCOLS	N62793			N	N	N						Edit
6	SHELBYGOVT	Carrie	Spann	Government Property Receiver	DFSTARSGOVCOLS	N00189		2009/06/16	N	N	N						Edit
7	FMOTester7	FMOTester7	Tester	Group Administrator	DFSTARSGOVCOLS			2012/03/23	N	N	N	Review Required		Stored In Another Location		<input checked="" type="checkbox"/>	Edit Review Forms
8	afshingov	afshin	gov	Group Administrator	DFSTARSGOVCOLS			2011/10/06	N	N	N	Review Required		Review Required			Edit Review Forms
9	NavyTester2	Katrin	Tester2	Group Administrator	DFSTARSGOVCOLS			2012/03/23	N	N	N	Review Required		Review Required			Edit Review Forms
10	u6WeEccO	Katrina	Arpa	Group Administrator	DFSTARSGOVCOLS			2005/10/03	N	N	N	Review Required		Review Required			Edit Review Forms
11	outback1	belinda	taylor	Inspector	DFSTARSGOVCOLS	N68688			N	N	N						Edit

Administration Console to activate new users' roles after WAWF 5.3:

The screenshot shows the WAWF Administration Console with the following details:

- User Information:** UserId u6WeEccO, Name Katrina Arpa, Role Group Administrator, Group DFSTARSGOVCOLS
- Form Status Selection:** A dropdown menu titled "DD 2875 (SARR) Status" is open, showing options: "Attached in WAWF" (selected), "Review Required", and "Stored in Another Location".
- Comments Input:** A text area labeled "Comments" contains the instruction: "Comments are required when 'Stored in Another Location' or 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'."
- Instructions Callout:** A callout box contains the following text:

On the Role Activation - Forms screen, the GAM opens drop down box for first form indicator. The GAM marks whether the form is attached in WAWF or stored in another location. If needed, the GAM can also select Review Required. If the GAM selects "Stored in Another Location" or "Review Required", the GAM needs to enter comments in the Comments box.
- Action Buttons:** "Submit" and "Return" buttons at the bottom left.

Administration Console to activate new users' roles after WAWF 5.3:

The screenshot shows the WAWF Administration Console interface. At the top, there's a navigation bar with tabs for Group, User, Role, Location, and Exit. Below the navigation bar, the title "Role Activation - Forms" is displayed. The main area shows user details: UserId u6WeEccO, Name Katrina Arpa, Role Group Administrator, and Group DFSTARSGOVCOLS. Under "DD 2875 (SARR) Status", there are two dropdown menus. The first dropdown is labeled "Attached in WAWF". The second dropdown, labeled "GAM Letter Status", has options "Review Required" and "Attached in WAWF", with "Attached in WAWF" being the selected option. A red circle highlights the "Attached in WAWF" option in the dropdown. Below these dropdowns is a "Comments" input field with placeholder text "Comments are required when Stored in Another Location or Review Required is selected. Location must be specified in the Comments when status is 'Stored in Another Location'." A red box highlights this comments field. A red circle highlights the "Submit" button at the bottom left. A red circle also highlights the "Return" link next to the "Submit" button. A callout box with a black border contains the following text:

On the Role Activation - Forms screen, the GAM will continue to open the drop down boxes for each form indicator. For each indicator, the GAM will mark whether the form is attached in WAWF or stored in another location. If needed, the GAM can also select Review Required. If the GAM selects "Stored in Another Location" or "Review Required", the GAM needs to enter comments in the Comments box.

Once all indicators and needed comments are made, the GAM clicks Submit.

Administration Console to activate new users' roles after WAWF 5.3:

WAWF Administration Console

Group User Role Location Exit

Role Activation - Selection

Roles Found: 106 Role Status: CURRENT

** By checking the check box next to the corresponding User ID and Role, I verify that the user is an employee of the United States Government.

Back on the Role Activation - Selection screen, if the Government Employee indicator checkbox is present, the GAM must check the box to verify the user is a government employee.

Item	User Id	First Name	Last Name	Role▲	Group Name	Location Code	Extension	Registered	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Government Employee**	Actions
1	hiHN6Sph	Keith	Orr	Acceptor	DFSTARSGOVCOLS	N62793			N	N	N			<input type="checkbox"/>	Edit Review Forms	
2	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62789		2009/04/13	N	N	N			<input type="checkbox"/>	Edit Review Forms	
3	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62793		2009/04/13	N	N	N			<input type="checkbox"/>	Edit Review Forms	
4	outback1	belinda	taylor	Admin By View Only	DFSTARSGOVCOLS	N68688			N	N	N				Edit	
5	hiHN6Sph	Keith	Orr	Admin By View Only	DFSTARSGOVCOLS	N62793			N	N	N				Edit	
6	SHELBYGOVT	Carrie	Spann	Government Property Receiver	DFSTARSGOVCOLS	N00189		2009/06/16	N	N	N				Edit	
7	FMOTester7	FMOTester7	Tester	Group Administrator	DFSTARSGOVCOLS			2012/03/23	N	N	N	Review Required	<input checked="" type="checkbox"/>	Stored In Another Location	Edit Review Forms	
8	afshingov	afshin	gov	Group Administrator	DFSTARSGOVCOLS			2011/10/06	N	N	N	Review Required	<input checked="" type="checkbox"/>	Review Required	Edit Review Forms	
9	NavyTester2	Katrin	Tester2	Group Administrator	DFSTARSGOVCOLS			2012/03/23	N	N	N	Review Required	<input checked="" type="checkbox"/>	Review Required	Edit Review Forms	
10	u6WeEccO	Katrina	Arpa	Group Administrator	DFSTARSGOVCOLS			2005/10/03	N	N	N	Attached In Wawf	<input checked="" type="checkbox"/>	Stored In Another Location	Change Status	
11	outback1	belinda	taylor	Inspector	DFSTARSGOVCOLS	N68688			N	N	N				Edit	

Administration Console to activate new users' roles after WAWF 5.3:

WAWF Administration Console

Group User Role Location Exit

Role Activation - Selection

Roles Found: 106 Role Status: CURRENT

** By checking the check box next to the corresponding User ID and Role, I verify that the user is an employee of the United States Government.

Item	User Id	First Name	Last Name	Role▲	Group Name	Location Code	Extension	Registered	Active	Level	Employee	Action
1	hiHN6Sph	Keith	Orr	Acceptor	DFSTARSGOVCOLS	N62793		N	N	N	Review Required	<input type="checkbox"/> Edit Review Forms
2	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62789	2009/04/13	N	N	N	Review Required	<input type="checkbox"/> Edit Review Forms
3	BTpLH5lf	Misun	Chang	Acceptor	DFSTARSGOVCOLS	N62793	2009/04/13	N	N	N	Review Required	<input type="checkbox"/> Edit Review Forms
4	outback1	belinda	taylor	Admin By View Only	DFSTARSGOVCOLS	N68688		N	N	N		<input type="checkbox"/> Edit
5	hiHN6Sph	Keith	Orr	Admin By View Only	DFSTARSGOVCOLS	N62793		N	N	N		<input type="checkbox"/> Edit
6	SHELBYGOVT	Carrie	Spann	Government Property Receiver	DFSTARSGOVCOLS	N00189	2009/06/16	N	N	N		<input type="checkbox"/> Edit
7	FMOTester7	FMOTester7	Tester	Group Administrator	DFSTARSGOVCOLS		2012/03/23	N	N	N	Review Required	<input type="checkbox"/> Stored In Another Location
8	afshingov	afshin	gov	Group Administrator	DFSTARSGOVCOLS		2011/10/06	N	N	N	Review Required	<input type="checkbox"/> Review Required
9	NavyTester2	Katrin	Tester2	Group Administrator	DFSTARSGOVCOLS		2012/03/23	N	N	N	Review Required	<input type="checkbox"/> Review Required
10	u6WeEccO	Katrina	Arpa	Group Administrator	DFSTARSGOVCOLS		2005/10/03	N	N	N	Attached In Wawf	<input type="checkbox"/> Stored In Another Location
11	outback1	belinda	taylor	Inspector	DFSTARSGOVCOLS	N68688		N	N	N		<input type="checkbox"/> Edit Review Forms

On the Role Activation - Selection screen, after the GAM has verified all needed forms are attached in WAWF (or stored outside of WAWF) and the GAM has marked all needed indicators, the GAM clicks on Change Status.

Change Status

Administration Console to activate new users' roles after WAWF 5.3:

95	sZhKYUe5	Timothy	Uhlik	View Only	DFSTARSGOVCOLS	N68892	2007/08/16	N	N	N
96	sZhKYUe5	Timothy	Uhlik	Pay Official View Only	DFSTARSGOVCOLS	N68688	2007/08/16	N	N	N
97	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N68566	2007/08/16	N	N	N
98	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N68892	2007/08/16	N	N	N
99	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N68688	2007/08/16	N	N	N
100	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N60951	2007/08/16	N	N	N
101	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N68688	2007/08/17	N	N	N
102	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N68892	2007/08/17	N	N	N
103	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N60951	2007/08/17	N	N	N
104	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N68566	2007/08/17	N	N	N
105	bdejonge	Bonnie	DeJonge	Pay Official View Only	DFSTARSGOVCOLS	N60951	2007/08/28	N	N	N

Comments:

[Change all Status](#) [Send all to Archive](#) [Verify All Govt. Employees](#)

Note: Comments will be applied to all roles selected. Use the 'Change all Status' or 'Send all to Archive' links to change the activation action for all roles. Use the 'Verify All Govt. Employees' link to check all boxes in the Government Employee column indicating that those users are all employees of the U.S. Government. Use the 'Edit' link to edit attachments and comments. Use the 'Review Forms' link to update form status.

Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

[Submit](#) [Return](#)

On the Role Activation - Selection screen, the GAM then clicks on Submit to activate the user's role.

Administration Console to activate new users' roles after WAWF 5.3:

95	sZhKYUe5	Timothy	Uhlik	View Only	DFSTARSGOVCOLS	N68892	2007/08/16	N	N	N
96	sZhKYUe5	Timothy	Uhlik	Pay Official View Only	DFSTARSGOVCOLS	N68688	2007/08/16	N	N	N
97	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N68566	2007/08/16	N	N	N
98	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N68892	2007/08/16	N	N	N
99	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N68688	2007/08/16	N	N	N
100	HRHm3EXK	Erica	Howard	Pay Official View Only	DFSTARSGOVCOLS	N60951	2007/08/16	N	N	N
101	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N68688	2007/08/17	N	N	N
102	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N68892	2007/08/17	N	N	N
103	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N60951	2007/08/17	N	N	N
104	zwaF6IX2	Andrea	Rea	Pay Official View Only	DFSTARSGOVCOLS	N68566	2007/08/17	N	N	N
105	bdejonge	Bonnie	DeJonge	Pay Official View Only	DFSTARSGOVCOLS	N60951	2007/08/28	N	N	N

Comments:

[Change all Status](#) [Send all to Archive](#) [Verify All Govt. Employees](#)

Note: Comments will be applied to all roles selected. Use the 'Change all Status' or 'Send all to Archive' links to change the activation action for all roles. Use the 'Verify All Govt. Employees' link to check all boxes in the Government Employee column indicating that those users are all employees of the U.S. Government. Use the 'Edit' link to edit attachments and comments. Use the 'Review Forms' link to update form status.

Select the activation action for each role to be updated then click the 'Submit' link, or click the 'Return' link to cancel and return to the previous page.

[Submit](#) [Return](#)

OPTIONAL: On the Role Activation - Selection screen, the GAM has several options for if they want to take an action on all roles currently showing in the screen.